



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 5083  
Date Adopted: July 1, 2018  
Date Revised: May 4, 2016**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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**Senior School Administrative Assistant**

**GENERAL PURPOSE**

Under general supervision, leads, organizes, and oversees daily administrative operations and activities for a regional school program; performs office and administrative support duties and functions for a school division/program; prepares regular and specialized reports, records and files required in connection with school operations; provides secretarial and administrative support to a unit's program administrator, vice principal and/or program manager; interacts with staff, faculty, parents and others on a wide variety of issues; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Senior School Administrative Assistants serve as a lead and/or major resource to others in the performance of a wide variety of office and administrative support functions for a regional school program involving multiple school and other sites and requiring knowledge of OCDE and school rules, policies, and procedures. Incumbents use word processing and spreadsheet skills in the development of a wide variety of correspondence and documents; provide lead work direction, guidance, and training of school administrative support staff; and provide general office administrative support services. Assigned work requires the use of initiative and independent judgment in selecting appropriate work methods, the ability to understand and apply information, interact with a variety of individuals on a wide range of issues and appropriately handle routine to non-routine questions, complaints, problems, and emergencies based on knowledge gained through experience

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Oversees smooth operations of regional school administrative functions; with direction, guidance and authorization, establishes, implements, oversees, and monitors a variety of school office procedures and ensures compliance with applicable OCDE requirements; provides support to the Program Administrator, Vice Principal, Program Manager, and staff on a wide variety of school policy and activity matters; prepares expenditure forecasts and assists with school budget planning processes; reviews school expenses and monitors assigned budget balances; processes budget adjustments/transfers, as authorized; approves budgeted expenses; monitors and leads fiscal year-end closures; on a daily basis, verifies staff coverage for all classrooms and takes action in the absence of full coverage.
2. Interacts with students, parents, faculty, staff, program administrators, other principals, outside agencies, and the public; researches and responds to requests, questions, and complaints; resolves routine to more complex problems according to established procedures; provides detailed, technical information regarding OCDE and school policies and procedures.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

3. Participates in planning, organizing, coordinating, scheduling, and making arrangements for a variety of staff and student-related meetings, workshops, conferences, field trips, and appointments; assists in organizing and prepares, assembles and distributes materials; assists in securing event locations and arranging room and equipment setup and catering/refreshments; processes field trip requests and makes field trips arrangements; submits registration forms to field trip sites; prepares buy-outs, transportation requests and field trip requisitions; deducts field trip expense from teacher budgets.
4. Types, composes, formats, revises and produces reports, correspondence, memoranda, newsletters, flyers, calendars, schedules, bulletins, agreements, and other documents for distribution to staff, parents and students; types from rough notes, drafts, and brief oral instructions; composes, generates and distributes standard correspondence; creates standard spreadsheets; designs and revises forms; collects, reviews and compiles or assists in compilation of data and information and prepares and submits a wide variety of state, OCDE and school reports; maintains and updates confidential employee, student and office files, logs, records, and databases according to OCDE and state policies and regulations; data enters information; establishes and maintains a variety of recordkeeping and tracking systems for assigned unit.
5. Supports and assists teaching staff within the assigned region.
6. Serves as liaison with ACCESS staff, OCDE personnel and PAR staff to coordinate workflow and monitor timelines; serves as liaison between PAR sites, school districts and public agencies regarding PAR operational matters.
7. Reconciles and records staff attendance and timekeeping information and submits to Payroll; prepares and submits timesheets; posts absences; processes, coordinates and monitors staff travel; maintains confidential personnel and payroll records.
8. Provides administrative assistance to the program administrator in areas of budget, personnel, contracts and compliance; coordinates and arranges for facility and equipment repairs.
9. Prepares and processes purchase and warehouse orders, expense reimbursements, text orders, CAHSEE remediation materials, buy-outs, work orders for school equipment, facilities and transportation requests; follows-up with departments to ensure that school needs are met in a timely and appropriate manner; orders, maintains inventory of and distributes school office supplies, books, forms, equipment, and materials; provides assistance to faculty and staff on operations and maintenance of standard school office equipment, including copy machines, laminators and duplex machines; coordinates and arranges for equipment repair and facility repair; reports facility problems at multiple school sites to administration.
10. Coordinates graduation activities; secures graduation facility and prepares contract; orders caps, gowns and diplomas; designs graduation announcements; prepares and mails graduate information packets; collects fees; maintains graduation records; facilitates graduation ceremonies.
11. Maintains and tracks grant balances and grant budget transfers.

### **OTHER DUTIES**

1. Prepares, tracks and monitors contracts, agreements and other documents required in connection with placement of students in non-public schools.
2. May coordinate Substitute Safety & Security Trainings.
3. May arrange for translators and sign language interpreters, as necessary.

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## **OTHER DUTIES (cont.)**

4. Maintains key lists; notifies Probation staff of school staff changes; prepares and maintains records of clearance forms for staff entry into locked juvenile facilities.

## **QUALIFICATIONS**

### **Knowledge of:**

1. School office administrative practices and procedures, including filing, record keeping, and basic accounting.
2. State laws, codes and regulations and OCDE policies, practices and procedures applicable to school office administration.
3. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
4. OCDE administrative procedures and forms for human resources, payroll, purchasing, inventory, accounts payable and budgeting processes.
5. Computer hardware and standard and advanced uses of business software, including word processing, graphics, spreadsheet, database, and other applications.
6. Basic research techniques, methods, and procedures.

### **Ability to:**

1. Oversee and participate in operations of a busy regional school office to ensure goals of the school site are met and needs of administrators, faculty, parents and students are addressed in an effective and timely manner.
2. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
3. Manage multiple and changing priorities calmly and efficiently to meet the needs of administrators, faculty, staff and other OCDE personnel.
4. Operate a computer using word processing, spreadsheet and other business software, and other standard office equipment.
5. Type accurately at 50 WPM.
6. Interpret, apply, explain and reach sound decisions in accordance with OCDE and school policies and procedures.
7. Organize and maintain student, school office and specialized files
8. Communicate clearly and effectively, orally and in writing.
9. Understand and follow written and oral instructions.
10. Prepare clear, accurate and concise records and reports.
11. Provide effective work direction and train others in work processes, procedures and technology.
12. Troubleshoot and resolve basic computer software and hardware and office equipment problems.
13. Compose correspondence from brief instructions.
14. Maintain sensitive and confidential information.

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**Ability to: (cont.)**

15. Deal with sensitive and difficult situations.
16. Establish and maintain effective working relationships with OCDE administration, faculty, staff, parents, students, the public, and others encountered in the course of work, some of whom may be abusive or upset.
17. Must demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test, and five years of increasingly responsible office administrative or secretarial experience, at least two years of which were in a school office; or an equivalent combination of training and experience. An Associate's degree or coursework in business management, communications or a related field is highly desirable and may be substituted for a portion of the required experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 30 pounds from ground, waist and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and changing deadlines; and interact with OCDE administration, faculty, staff, parents, students, the public, and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works in a busy school office environment, and the noise level can be occasionally loud.